

# ***SECRETARY'S NOTEBOOK***



*Developed for the  
Fall Leadership Connections Conference*

*Missouri TSA*

# **TECHNOLOGY STUDENT ASSOCIATION**

## **CHAPTER SECRETARY'S BOOK**

### **SUGGESTED DUTIES OF THE SECRETARY**

A good secretary contributes much towards the efficiency of a chapter. Some chapters have one or more recording and corresponding secretaries while others have only one secretary who performs all the duties belonging to that office. Whether your chapter has one secretary or more than one, you may find the following list of suggested duties helpful.

1. Keep complete and accurate account of proceedings of the chapter's business meetings of officers. Minutes of meetings should include:
  - a) Name of the organization
  - b) Kind of meeting
  - c) Place, date and time
  - d) Name of the presiding officer and secretary
  - e) Approximate number present
  - f) All business proceedings
  - g) Reports of committees, motions stated, action taken
  - h) Signature of the secretary
2. Keep a membership list and record of attendance at meetings.
3. Serve as chairman of the membership committee.
4. Call meeting to order in absence of the president and vice president and entertain a motion for a temporary chairman.
5. Read minutes of meetings and call president's attention to any unfinished business.
6. Tabulate a recorded vote by listing the number of votes for and against.
7. Read correspondence directed to the group.
8. Answer all correspondence promptly and file the letter and the reply for future reference.
9. Collect and record reports of all committees and all written resolutions.
10. Advise the president on matters of business to be taken up or business procedures to be followed.
11. Include in the secretary's book the following:
  - a) Minutes of the meetings
  - b) List of the state and local officers
  - c) List of the local committee
  - d) Local, state and national Programs of Work
  - e) Local and state constitutions

### **SUGGESTIONS FOR RECORDING MINUTES**

The following suggestions may be helpful to the secretary in recording minutes:

1. Use a uniform heading for reports. Such heading should include:
  - a) Identification of the meeting
  - b) Place, date, time (usually)
  - c) Members present (use number if group is large, use individual list if group is small)
2. Use underlined headings and a separate paragraph for each different item on the agenda.
3. Start a new page for the report of each meeting.
4. Allow margins on each page.
5. Use only one side of the paper.
6. Number each page.
7. Write minutes in third person.
8. In a meeting which tackles a problem or issue, state the problem, note the major points of agreement and the conclusions. If you are not certain a conclusion was reached, ask.

9. Ask the group to check the accuracy of your record when you are in doubt about their opinion on a point.
10. Record items in the order they are discussed. Notes can be cut apart and organized under headings later.
11. Collect all committee reports and attach to minutes. It is not necessary to take notes on the reports -- only on acceptance, rejection or modifications.
12. Record the names of persons making motions. It is not necessary to record names of those seconding motions.
13. Get the motions in the words of those who made them. If necessary, ask that the motions be written out.
14. Tell how the motion was disposed of.
15. Keep the minutes as brief as possible, but include all essential information.
16. State the facts, not the opinions of the secretary.
17. Read the minutes at the following meeting where necessary changes and corrections are made in order to secure approval.
18. Include the minutes in this book in the approved form written in longhand. Sign. They then become a permanent chapter record.

## CHAPTER MEETING MINUTES WORKSHEET (EXAMPLE)

The Regular (type) Meeting of the «Chapter» (name) TSA Chapter was held on August 25, 1997 (date) in the Multipurpose (room).

The meeting was called to order at 9:30 a.m. (time) by President Roberta Sanderson, the secretary being present.

1. After the roll was taken, the minutes of the previous meeting were read and approved. (record any corrections that might need to be made.)

A correction was made: the meeting started at 9:00 a.m. instead of 9:30 a.m.

2. The Treasurer reported a balance as of August 25, 1997 (date), of \$ 159.80. The report was filed.

3. Reports

- a) (office) Vice President, (name) Jordon Scott, reported that the district executive council meeting will be on September 20, 1997, and he will be attending. (office)

\_\_\_\_ (name) \_\_\_\_\_

- b) Standing Committees

Stan Jarrett, (name) chair of the Community Service committee (Standing) reported that the committee is continuing its planning for the canned food drive and will have a proposal for the membership at the next meeting. (name) chair of the \_\_\_\_\_ committee (Standing)

\_\_\_\_\_

- c) Special Committees

John Jones, (name) chair of the Chapter Banner committee (Special) reported that the committee recommends that a new, large size personalized banner be purchased provided that the cost is less than \$125.00. The motion was adopted. (name) chair of the \_\_\_\_\_ committee (Special)

\_\_\_\_\_

4. Unfinished Business

- a) The motion to hold a Winter Dance on December 22, 1997, that was postponed from the previous meeting, was adopted after debate.

b) \_\_\_\_\_

\_\_\_\_\_

5. New Business

- a) Linda Darnell moved that the President of «Chapter» Chamber of Commerce be invited to our next meeting as a guest speaker. After debate, the motion was adopted.

b) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Special Program and Announcements

a) The president announced that the next regular meeting will be held on Tuesday, October 26,  
1997, at 9:30 a.m.

b) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8 The meeting adjourned at 11:15 a.m.

Christina Jordan (Signature) ,

Secretary

## **CHAPTER MEETING MINUTES (EXAMPLE)**

The Regular Meeting of the «Chapter» TSA Chapter was held on August 25, 1997
in the Multipurpose Room. The meeting was called to order at 9:30 a.m. by President
Roberta Sanderson, the secretary being present. After the roll was taken, the minutes
of the previous meeting were read. A correction was made: the meeting started at
9:00 a.m. instead of 9:30 a.m. The minutes were then approved.
The Treasurer reported a balance as of August 25, 1997 of \$ 159.80. The report was
filed.
Vice President, Jordon Scott, reported that the district executive council meeting will
be on September 20, 1997, and he will be attending.
Stan Jarrett, chair of the Community Service Committee reported that the
committee is continuing its planning for the canned food drive. And, it will have a
proposal for the membership at the next meeting.
John Jones, chair of the Chapter Banner Committee reported that the committee
recommends that a new, large size personalized banner be purchased provided that the
cost is less than \$125.00. The motion was adopted.
The motion to hold a Winter Dance on December 22, 1997, that was postponed from
the previous meeting, was adopted after debate.
Linda Darnell moved that the President of «Chapter» Chamber of Commerce be
invited to our next meeting as a guest speaker. After debate, the motion was adopted.
The president announced that the next regular meeting will be held on Tuesday,
October 26, 1997, at 9:30 a.m.
The meeting adjourned at 11:15 a.m.
<u>Christina Jordan</u> , Secretary

**CHAPTER CALENDAR OF EVENTS**

Month	Dates	Type of Meeting or Activity	Chair
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
July			

**CHAPTER MEETINGS ATTENDANCE RECORD**

**CHAPTER**

**Lead Advisor** \_\_\_\_\_

<b>Name</b>	<b>Election</b>	<b>Mtg. 1</b>	<b>Mtg. 2</b>	<b>Mtg. 3</b>
Officers				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
Members				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
Advisors				
27.				
28.				
29.				
30.				



**CHAPTER OFFICERS**

Office	Name	Local Association
President		
Vice President		
Secretary		
Treasurer		
Reporter		
Sergeant-at-Arms		
Chapter Advisor		
Chapter Advisor		
Chapter Advisor		
Chapter Advisor		
Chapter Advisor		

## **CHAPTER STANDING COMMITTEES**

Committee: \_\_\_\_\_

Chair: \_\_\_\_\_

**Members**

**Local Associations**

1.	
2.	
3.	
4.	
5.	

Committee: \_\_\_\_\_

Chair: \_\_\_\_\_

**Members**

**Local Associations**

1.	
2.	
3.	
4.	
5.	

Committee: \_\_\_\_\_

Chair: \_\_\_\_\_

**Members**

**Local Associations**

1.	
2.	
3.	
4.	
5.	

Committee: \_\_\_\_\_

Chair: \_\_\_\_\_

**Members**

**Local Associations**

1.	
2.	
3.	
4.	
5.	

## **CHAPTER STANDING COMMITTEES**

Committee: \_\_\_\_\_

Chair: \_\_\_\_\_

**Members**

**Local Associations**

1.	
2.	
3.	
4.	
5.	

Committee: \_\_\_\_\_

Chair: \_\_\_\_\_

**Members**

**Local Associations**

1.	
2.	
3.	
4.	
5.	

Committee: \_\_\_\_\_

Chair: \_\_\_\_\_

**Members**

**Local Associations**

1.	
2.	
3.	
4.	
5.	

Committee: \_\_\_\_\_

Chair: \_\_\_\_\_

**Members**

**Local Associations**

1.	
2.	
3.	
4.	
5.	

## CHAPTER MEETING MINUTES WORKSHEET

The \_\_\_\_\_ (type) Meeting of the \_\_\_\_\_ (name) TSA Chapter was held on \_\_\_\_\_ (date) in the \_\_\_\_\_ (room).

The meeting was called to order at \_\_\_\_\_ (time) by President \_\_\_\_\_ the secretary being present.

1. After the roll call was taken, the minutes of the previous meeting were read and approved. (record any corrections that might need to be made).
2. The Treasurer reported a balance as of \_\_\_\_\_ (date), of \$ \_\_\_\_\_. The report was filed.
3. Reports

(office) \_\_\_\_\_ (name) \_\_\_\_\_

(office) \_\_\_\_\_ (name) \_\_\_\_\_

(office) \_\_\_\_\_ (name) \_\_\_\_\_

a) Standing Committees

\_\_\_\_\_ (name) \_\_\_\_\_ committee (Standing)

\_\_\_\_\_ (name) \_\_\_\_\_ committee (Standing)

\_\_\_\_\_ (name) \_\_\_\_\_ committee (Standing)

\_\_\_\_\_ (name) \_\_\_\_\_ committee (Standing)

\_\_\_\_\_ (name) \_\_\_\_\_ committee (Standing)

\_\_\_\_\_ (name) \_\_\_\_\_ committee (Standing)

\_\_\_\_\_ (name) \_\_\_\_\_ committee (Standing)

b) Special Committees

\_\_\_\_\_ (name) \_\_\_\_\_ committee (Special)

\_\_\_\_\_ (name) \_\_\_\_\_ committee (Special)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (name) \_\_\_\_\_ committee (Special)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (name) \_\_\_\_\_ committee (Special)

\_\_\_\_\_

\_\_\_\_\_

4. Unfinished Business

a) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

d) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

e) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. New Business

a) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

d) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

e) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Program and Announcements

- a) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. The meeting adjourned at \_\_\_\_\_

\_\_\_\_\_ (Signature), Secretary

[illegible]

